

MEDIA, PHOTOGRAPHY AND FILMING

POLICY AND PROCEDURE

Purpose

At Numurkah Singers Theatre Inc. (NSTI) we strive to put guidance and safeguards in place for the appropriate use of photography and filming of our members. This policy outlines how NSTI's protocols will responsibly and ethically take and publish (in print or online) images and videos of its members especially children and young people involved in our activities, productions, events and programs. It ensures compliance with child protection legislation and respects the privacy and dignity of all people. Any use of images is also subject to the requirements set out in NSTI's Privacy Policy

Scope

This policy applies to:

- All members of Numurkah Singers Theatre Inc. (NSTI) this include adults, children and young people - any person who is a financial member and holds a NSTI membership.
- All parent/guardians with responsibility for a child involved with NSTI - All committee and volunteers involved with NSTI
- Professional photographers and videographers

Anyone who may capture, use, or distribute images or videos of NSTI members including children and young people involved in theatre activities, performances, rehearsals, workshops, or events.

Commitment

Our commitment to keeping members safe with the publication of photos and videos is our highest priority. Photos and videos are a great way to promote NSTI's productions and a way to preserve our achievement as mementos to cherish. But these images must be created and used responsibly and with respect for the privacy and safety of our members. We aim to do this by:

- **Consent:** Written, informed consent from the NSTI member and/or a parent/guardian is required before any images or videos are taken or used.
- **Purpose:** Images will only be used for legitimate purposes such as promotion, publicity, education, or archiving related to NSTI.
- **Privacy:** Personal information will not be disclosed alongside images without explicit permission.
- **Respect:** Images will be respectful and appropriate, avoiding any portrayal that could be embarrassing, exploitative, or harmful.
- **Storage:** Digital and physical copies of images will be stored securely and access restricted to authorised personnel only.
- **Value:** listen to and respect all children, parents, carers, NSTI committee,

volunteers and members

- Ensure robust photography and filming procedures are in place

Obtaining Consent

A Media, Photography and Filming Consent Form must be completed before any photography or videography occurs. The appointed photographer will only use images and videos taken in accordance with the consent provided. If a NSTI member, child, and/or parent/guardian does not wish to give consent to be photographed or filmed then measures will be put in place to ensure their wishes are respected and adhered to. Consent forms should specify how and where images will be used (e.g., website, social media, print materials). NSTI members and/or Parent/guardians may withdraw consent at any time by contacting the secretary.

Taking and Using Images

Photography and video should be conducted in a professional, unobtrusive manner. Only authorised photographers who have received and signed appropriate NSTI codes of conduct will be allowed to take photos and videos. The participant should be appropriately clothed and in safe, positive contexts. Group photos are preferred over individual close-ups unless specifically consented. Images must not be used for any commercial purposes unrelated to NSTI without additional consent from NSTI Committee of Management. The main purpose for images and videos include at home practice, promotion material (news articles and reports), social media and website and celebrating our achievement of the production.

Using Images of Children

NSTI aims to protect the safety and privacy of child performers by:

- Obtaining informed written consent, prior to taking or publishing images, from a parent/guardian (if the child is not old enough to provide consent) and the child (if old enough to provide consent) for the use of images of child performers, and providing parent/guardians with details on how and where the images will be published, and if images will contain identifying or personal information about the child (e.g. name). Images containing identifying or personal information will be avoided where possible. Where a child is subject to any form of Protection Order, consent must also be gained from the appropriate party.
- Informing parent/guardians if NSTI wants to film or take photos of children for rehearsal purposes
- Making sure photographers are aware that any images taken will remain the property of NSTI and cannot be used for other purposes
- Making sure photographers are not left unsupervised with children and do not have individual access to children
- Avoiding the use of images of children in minimal clothing (e.g. revealing costumes) or sexualised poses
- Providing parent/guardians with details of who to contact if they have concerns or complaints around the use of inappropriate images or inappropriate behaviour in the taking or publishing images

What we won't do as part of our photography and filming policy:

- take, use, or share photos or videos that could be considered inappropriate or abusive

- include full names and addresses alongside images

Publishing and Distribution

When posting images online (social media, website), only minimal identifying information (e.g., first name only) should be used. Photos will never be tagged or geotagged without consent. Images will be regularly reviewed and removed if no longer appropriate or consent is withdrawn. All images will remain the property of NSTI and as such all publication of images will be monitored and managed to prevent misuse.

Storage

As part of our photography and filming policy we will take, store and process images and videos in accordance with the *Privacy and Data Protection Act 2014 (Vic)*. We will also: - Promote and prioritise the safe use and storage of images and videos - outline the use and storage of any images and videos taken when consent is requested

- store images securely and limit access to authorised individuals only

Breach of Policy

Any breach of this policy will be taken seriously and may result in disciplinary action or legal consequences. NSTI encourage all members, child and young people, parent/guardians, and spectators to report any concerns about inappropriate use of images or videos to NSTI's Child Safety Officer or President, in line with this policy. NSTI will act immediately to address any reported concerns or worries.

Related Documents

Child Safety Policy
Code of Conduct
Supervision of Children Code of Conduct
Privacy Policy
Media, Photography and Filming Consent Form
Privacy and Data Protection Act 2014 (Vic)

Document Control

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